



Code of Ethics and Conduct

FireWise of Southwest Colorado (FireWise) will conduct its business honestly and ethically wherever it operates. It will constantly improve the quality of services, products and operations and will create a reputation for honesty, fairness, respect, responsibility, integrity, trust and sound business judgment. No illegal or unethical conduct on the part of Board members, employees, contract staff, and FireWise Ambassadors will be accepted. FireWise of Southwest Colorado will not compromise its principles for short- term advantage. The ethical performance of this organization is the sum of the ethics of the men and women who work here. Thus, we are all expected to adhere to high standards of personal integrity.

Board members, employees, contract staff, and Ambassadors of the organization must never permit their personal interests to conflict, or appear to conflict, with the interests of the organization, its clients, or partners. Board members, employees, contract staff and Ambassadors must be particularly careful to avoid representing FireWise in any transaction with others with whom there is any outside business affiliation or relationship. Board members, employees, contract staff, and Ambassadors shall avoid using FireWise contacts to advance their private business or personal interests at the expense of the organization, its clients, partners or affiliates.

No bribes, kickbacks or other similar remuneration or consideration shall be given to any person or organization in order to attract or influence business activity. Board members, employees, contract staff, and Ambassadors shall avoid gifts, gratuities, fees, bonuses or excessive entertainment, in order to attract or influence business activity.

Board members, employees, contract staff, and Ambassadors will often come into contact with, or have possession of, proprietary, confidential or business-sensitive information and must take appropriate steps to assure that such information is strictly safeguarded. This information - whether it is on behalf of our organization or any of our clients, partners or affiliates - could include strategic business plans, operating results, marketing strategies, member/donor lists, personnel records, and processes and methods. Proprietary, confidential and sensitive business information about this organization, other partners or affiliates, individuals and entities should be treated with sensitivity and discretion and only be disseminated on a need-to-know basis.

Board members, employees, contract staff, and Ambassadors will seek to report all information accurately and honestly, and as otherwise required by applicable reporting requirements.

Board members, employees, contract staff, and Ambassadors will refrain from gathering competitor intelligence or other sensitive information by illegitimate means and refrain from acting on knowledge that has been gathered in such a manner. Board members, employees,



contract staff, and Ambassadors will seek to *avoid* exaggerating or making disparaging comparisons of the services and competence of their competitors.

Board members, employees, contract staff, and Ambassadors will obey all Equal Employment Opportunity laws and act with respect and responsibility toward others in all of their dealings.

Board members, employees, contract staff, and Ambassadors agree to disclose unethical, dishonest, fraudulent and illegal behavior, or the violation of FireWise policies and procedures, directly to Executive Director or Board of Directors Chair.

Violation of this Code of Ethics can result in discipline, including possible termination. The degree of discipline relates in part to whether there was a voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

Changes to Code of Ethics and Conduct

These policies and handling practices have been reviewed and accepted by the Board of Directors of FireWise of Southwest Colorado. The Board must approve any changes to or deviations from these policies.

Agreed on the 17th day of September 2018.

Signed and Accepted as Read: _____

Printed Name: _____

Date: _____